

General

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- a. Purpose of Meeting. Report on significant events which have occurred; items of current interest; Future -
- b. New ARO's - Introduce -
- c. Conduct of Meeting - Informal and presentation by Staff Members.



Consolidation of Vital Records and Records Center Operations 2

- STAT a. VIR. - ☐ Commo
- b. R.C. - Management Staff
- c. Reasons for Change -
Eliminates Confusion
Balancing of Manpower
Some Overlapping of Deposits

Processing Requisitions for Filing Equipment 3

No more purchases will be made for safes and filing cabinets for Headquarters use.

Substitutions of safes and filing cabinets will be made whenever possible.

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RECORDS CENTER REQUESTS FOR SERVICE - ☐

- a. Service - 2 Courier Trips
- b. Telephone - Special -
- c. Expedite -
- d. Volume of Telephone Requests
- e. Results of Check Up.

He will - they will

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Transfer of Records to and from Federal Agencies -

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- A. Regulation - Purpose
- B. Accountability for Transfer

6
Records Control Schedule For DD/P Support Records - 6

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- a. Purpose
- b. Committee
- c. Status

ANNUAL REPORT -

7

*Commissioner To He
Bldg Planning Staff Unit*

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Courier Receipt and Log Record -

8

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Forms Index -

9

Current Articles About Records Mgt
"HOW TO, etc" Develop an Effective
Records Retention Schedule
F. L. Swann, D.E.

Management Methods, May 1959, Top
Management Looks at the Costly Paperwork
American Business, June 1959, Retain or
Destroy - Ida Welch - American Businessman.

11/ Future Program

Work Shops

Orientation
Forms
Disposition
Filing Systems
Filing Equipment
Shelf - Specialty
Reports
Correspondence

Sept.

12/ Hand Out Materials